

POST & BID POSITION ANNOUNCEMENT

Bargaining Units 1, 4 and 11

1. Reference #: **01-1-141** 2. Position Number: 901-350-3175-XXX 3. Date of Posting: **June 14, 2011**
4. Classification: TRANSPORTATION ENGINEERING TECHNICIAN 5. Salary Range: **\$3262 - \$4766**
6. Pay Differentials That Apply To Position **May Apply** 7. Working Hours Of Position: **0700-1600**
8. District/Division: **District 1** Section: **Encroachment Permits** Geographic Location: **Ukiah**
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) Determination for relocation will be made by Hiring Supervisor.

9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

B. Technical & Professional Skills & Abilities:

Knowledgeable in encroachment permit requirements including the use of Transportation and Encroachment Permit Manuals, California Vehicle Code, Standard Plans, Maintenance Manual, Design Manual, California Manual on Uniform Traffic Control Devices, and Standard Specifications. Must have the ability to read and understand plans and other highway engineering drawings as they relate to permit work. Must be customer service oriented, computer literate, and possess effective written and verbal communication skills. See attached Duty Statement for additional requirements.

C. License and/or Certification Requirements:

California Drivers License

D. Physical Abilities to Perform Essential Functions:

The incumbent will be required to sit for extended periods operating a personal computer and perform outdoor fieldwork that may require walking on steep slopes. It is important that employee works with others in a cooperative manner. May be subject to and have the ability to handle irate public in a calm manner. Must deal with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

E. Other Departmental Requirements:

The incumbent will work in a climate-controlled office under artificial lighting while at his/her base of operation. The incumbent will also be required to travel and work outdoors where exposure to noise, uneven terrain, precipitation and extremes of weather will occur. Work assignments will occasionally require overtime.

F. Duty Statement/Description of Duties:

10. Final Date and Time for Receiving Bid: **June 28, 2011 – COB 5PM**

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: John Carson
 Address: P.O. Box 3700, Eureka, CA 95502
 Telephone Number: 707-445-6385
 FAX Number: 707-445-6317
 E-mail Address: jpcarson@dot.ca.gov

12. Window period employee must be available for contact (Unit 1&4 Only): From: _____ To: _____

(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): July 14, 2011
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)